

MINUTES  
BOARD OF WATER COMMISSIONERS  
OF THE CITY OF SAN BERNARDINO

REGULAR MEETING  
May 17, 2016  
Water Reclamation Plant Conference Room  
399 Chandler Place  
San Bernardino, California  
9:30 a.m.

The Regular Meeting of the Board of Water Commissioners of the City of San Bernardino was called to order by President Callicott at 9:31 a.m. on May 17, 2016 in the Water Reclamation Conference Room, 399 Chandler Place, San Bernardino, California.

ROLL CALL: Roll call was taken by the Secretary with the following being present: President Callicott; Commissioners Valles, Fernández, and Mlynarski; staff Aldstadt, Ohama, Claus, Guerrero, Shepardson, and Willoughby; Jason Ewert, City Attorney's Office; Patrick Sanchez, Sr. Business Systems Analyst; Sydney Morrison, Senior Administrative Coordinator.

Absent: Commissioner Hendrix

Members of the Public: Art Griffith, FG Solutions  
Jose Martinez, East Valley Water District  
James Morales, East Valley Water District  
Scott Olson, Tea Party  
David Smith

1. CLOSED SESSION: President Callicott adjourned the Regular Meeting of the Board of Water Commissioners to a Closed Session. At 10:46 a.m., the Regular Meeting of the Board of Water Commissioners was recessed and a Closed Session was called to order in accordance with the following Government Code Sections:

- A. Conference with legal counsel – existing litigation – pursuant to paragraph (1) of subdivision (d) of Government Code Section 54956.9: *In Re City of San Bernardino, California*, United States Bankruptcy Court, Central District of California (Riverside), Case No. 6: 12-bk-28006-MJ. *City of San Bernardino v. San Bernardino Valley Municipal Water District, et al.*, San Bernardino County Superior Court Case No. CIVDS1605532. No action was taken at this time.

ROLL CALL: Roll call was taken with the following present: President Callicott; Commissioners Valles, Fernández, and Mlynarski; staff Aldstadt, Ohama, Claus, Guerrero, Shepardson, and Willoughby; Jason Ewert, City Attorney's Office; Sydney Morrison, Senior Administrative Coordinator.

Absent: Commissioner Hendrix

ADJOURN CLOSED SESSION: At 11:10 a.m., the Closed Session of the Board of Water Commissioners adjourned to the Regular Meeting of the Board of Water Commissioners in the Water Department Board Room.

ROLL CALL: Roll call was taken by the Secretary with the following being present: President Callicott; Commissioners Valles, Fernández, and Mlynarski; staff Aldstadt, Ohama, Claus, Guerrero, Shepardson, and Willoughby; Jason Ewert, City Attorney's Office; Sydney Morrison, Senior Administrative Coordinator.

Absent: Commissioner Hendrix

2. ANNOUNCEMENTS BY MEMBERS OF THE BOARD OF WATER

COMMISSIONERS: None

3. CONSENT CALENDAR: Upon motion by Commissioner Mlynarski, duly seconded by Commissioner Valles, it was voted to approve the following Consent Calendar, Agenda Items 3A through 3E2 :

A. WAIVE FULL READING OF RESOLUTIONS: Waive full reading of the resolutions on the regular or supplemental agendas of the Board of Water Commissioners.

B. PAYROLL

	<u>Water Fund</u>	<u>Sewer Fund</u>	<u>Total</u>
Claims: 270044-270293			
Accounts Payable	\$470,015.57	\$880,326.48	\$1,350,342.05
Gross Payroll: 04/18/16- 05/01/16	<u>253,553.05</u>	<u>200,403.81</u>	<u>453,956.86</u>
TOTALS	<u>\$723,568.62</u>	<u>\$1,080,730.29</u>	<u>\$1,804,298.91</u>

Payroll for the pay period May 2, 2016 through May 15, 2016.

C. CONTRACTS AND BILLS: Contracts and bills presented at this meeting.

D. MINUTES: May 3, 2016

E. PERSONNEL ACTIONS

1. REVISED JOB DESCRIPTIONS FOR WATER RECLAMATION SENIOR OPERATOR, WATER RECLAMATION LEAD OPERATOR, AND WATER RECLAMATION RIX SUPERVISOR; AND RANGE CHANGES FOR WATER RECLAMATION CLASSIFICATIONS REQUIRING GRADE III CERTIFICATION OR HIGHER: The Board of Water Commissioners (Board) originally approved the job description for Water Reclamation Senior Operator on May 4, 1999; the job description for Water Reclamation Lead Operator was originally approved by the Board on May 18, 1999; and the job description for Water Reclamation RIX Supervisor was originally approved by the Board on June 1, 1999. The above job descriptions had not been reviewed/updated since their original approval dates. They were revised to reflect the current format and to reflect current duties and terminology.

The department's Water Reclamation Plant (WRP) and the Rapid Infiltration and Extraction (RIX) facility were classified as Grade 5 (V) waste water treatment plants, and as such were required to have a Chief Plant Operator at a Grade V

certification level with a Designated Operator-in-Charge at a Grade 3 (III) certification level or higher on duty. The Water Reclamation classifications requiring a Grade III or higher certification were: Water Reclamation Operations Manager/Water Reclamation Operations Superintendent – Flex (Grade V); Water Reclamation Plant Supervisor (Grade V); Water Reclamation Process Control Supervisor (Grade IV); Water Reclamation RIX Supervisor (Grade III); Water Reclamation Lead Operator (Grade III); and Water Reclamation Senior Operator (Grade III).

Recent recruitments for these positions either resulted in extremely small numbers of candidates or failed to produce any viable candidates, despite enlisting the services of a recruitment agency to assist with higher level classifications. Retention had also been an issue within most of these classifications.

Human Resources conducted a salary survey for the classifications and because the market for these positions was very competitive, other agencies provide incentives, and recruitment/retention had been a problem, it was recommended that the ranges be increased to a level higher than the average maximum indicated by the salary survey in order to become competitive and attract qualified candidates for these positions.

The Board approved the following motions:

- Approve the revised job description for Water Reclamation Senior Operator (21807);
- Approve the revised job description for Water Reclamation Lead Operator (21804);
- Approve the revised job description for Water Reclamation RIX Supervisor (51811);
- Approve the Range change for Water Reclamation Operations Superintendent (51800) from Range 270 (\$8,280.98/mo to \$10,568.86/mo) to Range 276 (\$9,603.40/mo to \$12,256.64/mo);
- Approve the Range change for Water Reclamation Operations Manager – Flex (51803) from Range 268 (\$7,881.96/mo to \$10,059.59/mo) to Range 274 (\$9,140.65/mo to \$11,666.05/mo);
- Approve the Range change for Water Reclamation Plant Supervisor (51802) from Range 264 (\$7,140.66/mo to \$9,113.50/mo) to Range 266 (\$7,502.16/mo to \$9,574.87/mo);
- Approve the Range change for Water Reclamation RIX Supervisor (51811) from Range 262 (\$6,796.59/mo to \$8,674.36/mo) to Range 264 (\$7,140.66/mo to \$9,113.50/mo);

- Approve the Range change for Water Reclamation Process Control Supervisor (51801) from Range 259 (\$6,311.31/mo to \$8,055.00/mo) to Range 261 (\$6,630.81/mo to \$8,462.79/mo);
- Approve the Range change for Water Reclamation Lead Operator (21804) from Range 155 (\$5,347.54/mo to \$6,845.31/mo) to Range 159 (\$5,902.69/mo to \$7,555.94/mo); and
- Approve the Range change for Water Reclamation Senior Operator (21807) from Range 151 (\$4,844.61/mo to \$6,201.51/mo) to Range 157 (\$5,618.26/mo to \$7,191.85/mo).

2. REVISED JOB DESCRIPTION SCADA ANALYST AND RANGE CHANGES FOR SCADA AND ELECTRICAL/INSTRUMENTATION

CLASSIFICATIONS: The job description for SCADA Analyst was originally approved by the Board on July 8, 2003 and a revision was approved on October 2012. The job description was revised to accurately reflect current duties and terminology.

The salaries for Electrical/Instrumentation Technician, Senior Electrical/Instrumentation Technician, Electrical/Instrumentation Lead Worker, and SCADA Analyst classifications were last reviewed on July 2004. Recent recruitments for these positions either resulted in extremely small numbers of candidates or failed to produce any viable candidates, despite enlisting the services of a recruitment agency to assist with the SCADA Analyst classification. Retention had also been an issue within most of these classifications.

Human Resources conducted a salary survey for the classifications and determined that they were varying percentages below the average maximum. In addition, many of the survey agencies currently provided incentives to employees who hold certifications above what was required for their jobs and personnel in difficult to fill/retain positions.

The Board approved the following motions:

- Electrical/Instrumentation Technician from Range 144 (\$4,075.60/mo to \$5,217.12/mo) to Range 153 (\$5,089.87/mo to \$6,515.46/mo);
- Senior Electrical/Instrumentation Technician from Range 148 (\$4,498.70/mo to \$5,758.72/mo) to Range 157 (\$5,618.26/mo to \$7,191.85/mo);
- Electrical/Instrumentation Lead Worker from Range 152 (\$4,965.73/mo to \$6,356.55/mo) to Range 161 (\$6,201.51/mo to \$7,938.46/mo);
- Electrical Repairperson from Range 135 (\$3,263.45/mo to \$4,177.49/mo) to Range 139 (\$3,602.24/mo to \$4,611.17/mo);
- Electrical/Instrumentation Supervisor from Range 259 (\$6,311.31/mo to \$8,055.00/mo) to Range 268 (\$7,881.96/mo to \$10,059.59/mo);

- SCADA/Instrumentation Supervisor from Range 259 (\$6,311.31/mo to \$8,055.00/mo) to Range 268 (\$7,881.96/mo to \$10,059.59/mo);
- EI&S Superintendent from Range 268 (\$7,881.96/mo to \$10,059.59/mo) to Range 274 (\$9,140.65/mo to \$11,666.05/mo);
- SCADA Analyst from Range 158 (5,758.72/mo to \$7,371.65/mo) to Range 163 (\$6,515.46/mo to \$8,340.34/mo).

*END OF CONSENT CALENDAR*

4. ADDITIONS TO THE AGENDA: None.

5. ADOPTION OF CEQA CATEGORICAL EXEMPTION FOR BELLEVIEW STREET AND VINE STREET ALLEY MAINS REPLACEMENT PROJECT (CO 10636): The Belleview Street and Vine Street Alley Mains Replacement Project (Project) was a proposed Capital Improvement Project (CIP) in Fiscal Year 2016/17 to replace aging and undersized alleyway mains located north and south of Belleview Street and Vine Street. Replacement and relocation of these alleyway mains would eliminate the need for Water Department staff to enter the alleys. Approved water improvement plans were produced with a total pipeline replacement length of approximately 2,340 linear feet of new 8" ductile iron pipeline and 1,050 linear feet of new 12" ductile iron pipeline.

Staff reviewed the project as required by the California Environmental Quality Act (CEQA) and determined that the proposed improvements are Categorically Exempt as outlined in Section 15302 of the CEQA Guidelines.

The Belleview Street and Vine Street Alley Mains Replacement Project was proposed to be funded with \$1,000,000.00 in the Fiscal Year 2016/17 CIP budget. Sufficient funds were available to complete processing of the CEQA documentation.

Upon motion by Commissioner Valles, duly seconded by Commissioner Fernández, it was unanimously voted to adopt a Categorical Exemption as the CEQA determination for the Belleview Street and Vine Street Alley Mains Replacement Project. The General Manager was authorized to execute the Notice of Exemption, and instruct staff to file the Notice of Exemption with the San Bernardino County Clerk of the Board of Supervisors and the State Clearinghouse Office of Planning and Research.

6. EXTENSION NO. 2 TO CONTRACT NO. 1584 – PLAN CHECK AND INSPECTION AGREEMENTS: The Department utilized outside consultants to perform plan check services and to inspect infrastructure installed through agreements with developers. The costs for these services were borne by the project applicant and are collected by the Department in accordance with Rule and Regulation No. 20, prior to initiation of any services.

The Board of Water Commissioners entered into a two (2) year contract, Contract No. 1584, with AEI-CASC Consulting, Inc., Engineering Resources of Southern California, Inc., and TKE Engineering, Inc., for Plan Check and Inspection Services on May 7, 2013. This contract had a provision for three (3) additional one (1) year extensions. Extension No. 1 expired on May 31, 2016. All three firms provided excellent service, and agreed to extend the contract for one year under the same terms and conditions.

Upon motion by Commissioner Mlynarski, duly seconded by Commissioner Valles, it was unanimously voted to approve Extension No. 2 to Contract No. 1584 with AEI-CASC Consulting, Inc., Engineering Resources of Southern California, Inc., and TKE Engineering, Inc., extending the contract from June 1, 2016 to May 31, 2017, under the same terms and conditions. The President and Secretary were authorized to execute the extensions.

7. REQUEST TO TRANSFER FUNDS FROM SLUDGE THICKENING & DEWATERING SYSTEM ENHANCEMENT PROJECT (CO 00188) TO WATER RECLAMATION PLANT FACILITIES ASPHALT REHABILITATION PROJECT (CO 00181): In October 2015, the Board entered into Contract 1641 with Hillcrest Contracting, Inc. (Hillcrest) for the work associated with the Water Reclamation Plant (WRP) Facilities Asphalt Rehabilitation Project. At bid time, unit costs were received for items that were anticipated to have increased quantities based upon actual field conditions.

In February 2016, Hillcrest completed the grinding of the front and rear parking lots at WRP. The underlying asphalt was severely damaged, and in order to remedy the problem, the department directed Hillcrest to remove and replace an additional two thousand two hundred and forty-five (2,245) square feet of asphalt at the established unit cost. As a result, a budget transfer of \$20,000.00 is necessary for the additional costs that were anticipated but not quantifiable until construction had commenced.

There were available funds for the proposed transfer from the following project: *Sludge Thickening and Dewatering System Enhancement Project (CO 00188)*, which was delayed and would not be constructed until the FY 2016/2017 budget cycle.

Upon motion by Commissioner Fernández, duly seconded by Commissioner Mlynarski, it was unanimously voted to approve the capital budget transfer in the amount of \$20,000.00 from the Sewer Fund capital project titled Sludge Thickening and Dewatering System Enhancement Project (CO 00188) to capital project titled Facilities Asphalt Rehabilitation (CO 00181).

8. CONTRACT NO. 1630 – CANYON SPRINGS ENTERPRISE, DBA RSH CONSTRUCTION SERVICES – CHANGE ORDER NO. 1 – ARROWHEAD PUMP STATION BACKUP ELECTRICAL PUMP SYSTEM: In April 2015, the Board of Water Commissioners entered into Contract No. 1630 with Canyon Springs Enterprise, DBA RSH Construction Services (RSH) for the Arrowhead Pump Station Backup Electrical Pump System Project. This project included installation of a motor driven pump necessary to add system redundancy, maintain capacity, and allow the natural gas fueled engines to run at the appropriate load while maintaining the appropriate wetwell level.

Since the pump station's wetwell could not be drained prior to by-pass pumping being implemented by the contractor, the actual conditions of the well's interior were not fully known. As such, additional work on the project was anticipated.

This project was approved as part of the 2015/2016 Capital Improvements Budget. Change Order No. 1 in the amount of \$99,544.13 has been prepared for extra work to be performed by RSH under Contract No. 1630. The funding source for this Change Order is C.O. 00143 (Budget ID No. 12-211), which currently has an unencumbered balance of \$230,567.45.

Upon motion by Commissioner Fernández, duly seconded by Commissioner Mlynarski, it was unanimously voted to approve Change Order No. 1 to Contract No. 1630 with Canyon Springs Enterprise, DBA RSH Construction Services, in the amount of \$99,544.13. The General Manager was authorized to execute the change order.

9. APPROVAL OF FUEL MANAGEMENT SYSTEM: Department staff members reviewed options for replacing the current fuel management system, which was used to track fuel use on a per vehicle basis for the Department fleet. The Gasboy system was determined to be the only one of three vendors that would meet the Department's needs within the project budget of \$50,000.00. The total contract amount was \$37,500.00 which included costs of \$7,500.00 for repair work for system wiring for the system and fuel pumps that were not up to current standard code requirements. Funding was available in the FY 2015/16 budget.

Upon motion by Commissioner Valles, duly seconded by Commissioner Fernández, it was unanimously voted to approve the purchase of the Gasboy system from Fuel Pros, Inc., at a cost of \$37,500.00.

10. REPORT ON WATER DEPARTMENT INVESTMENTS – QUARTER ENDING MARCH 31, 2016: Staff recommended that the Board of Water Commissioners receive and file the Investment Report for the quarter ending March 31, 2016. (INFORMATION ITEM ONLY)
11. APRIL 2016 DROUGHT MONITORING REPORT: This report continued to monitor and track the effects of the ongoing drought by monitoring groundwater levels in select wells located in the Department's service area. The Board implemented Stage IIA extreme mandatory restrictions as a result of the State Water Resources Control Board (SWRCB) emergency regulations. (INFORMATION ONLY)
12. WATER RATE ADJUSTMENT PRESENTATION: Staff prepared a detailed presentation and engaged our consultant, FG Solutions, to attend to discuss the process of developing water rates. The next step in the process was for the Board of Water Commissioners to set a date for a Public Hearing.

Upon motion by Commissioner Valles, duly seconded by Commissioner Fernández, it was unanimously voted to continue discussion on this item until the next Regular Board of Water Commissioners Meeting on June 7, 2016.

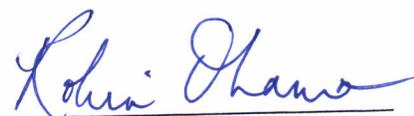
13. REPORTS:
- A. Report of the President: None
  - B. Report of the Commissioners: None
  - C. Report of the Directors: Director Willoughby stated there will be a budget workshop at the next Regular Board of Water Commissioners meeting on June 7, 2016.
  - D. Report of the General Manager: General Manager Aldstadt stated that The San Bernardino Sun will have an article on the Santa Ana Sucker. Director Claus spoke on the UV system at the RIX facility and the well retrofit.

14. PUBLIC COMMENTS: This is the time specified for public comments concerning specific items not on the agenda or matters of general interest. Scott Olson, San Bernardino resident stated that he stands in support of East Valley Water District's plan to build a wastewater treatment facility.
15. ADJOURN MEETING: The meeting adjourned at 11:12 a.m. to the next Regular Meeting to be held on Tuesday, June 7, 2016, at 9:30 a.m. in Margaret H. Chandler Water Reclamation Plant Conference Room, 399 Chandler Place, San Bernardino, California, 92408.

BY: \_\_\_\_\_

  
TONI CALLICOTT  
President

BY: \_\_\_\_\_



ROBIN L. OHAMA  
Deputy City Clerk & Ex-Officio Secretary